



County of  
**Los Angeles**  
Department of Human  
Resources Invites Resumes  
for the  
(Division Chief, DCFS)  
Human Resources  
Administrator  
Department of Children  
and Family Services

Annual Salary:  
\$83,558 – \$125,341

Filing Period:  
December 26, 2002 – February 10, 2003

Examination Number: R-9108A  
Bulletin Number: 02-125

## THE COUNTY OF LOS ANGELES

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Los Angeles County is the most populous county in the United States with over 10 million residents. The County is rich in cultural diversity and the home of world-renowned museums, theaters and universities, numerous five-star restaurants and the motion picture industry. A five-member Board of Supervisors governs the County of Los Angeles. As the governing body, the Board of Supervisors serves as both the executive and legislative authority of the largest County government in the United States.

The County of Los Angeles has an annual budget in excess of \$16.48 billion. Thirty-six major administrative units or departments serve the needs of the County's population. The County of Los Angeles has approximately 92,700 budgeted positions.

## THE DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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The County of Los Angeles is seeking a new Division Chief, Human Resources, for the Department of Children and Family Services to administer a fully integrated Human Resources operation for the Department. The Department is responsible for establishing, managing and advocating a system of services in partnership with parents, relatives, foster parents and community organizations. Its goals are to ensure that: children are safe from abuse, neglect and exploitation; families who can provide a safe home environment for children are respected and strengthened; children whose families are unable to provide a safe home environment are provided temporary homes that support optimal development; and that children in temporary homes receive secure, nurturing and stable permanent homes in a timely manner.

The Department's annual budget is over \$1.3 billion and includes a diverse staff of approximately 6,967. The average daily caseload of about 43,000 active cases is served by 33 offices throughout Los Angeles County. The Department strives to ensure that its service delivery system is family-centered and community/ neighborhood based to best serve the children, immediate families and relatives.

## THE POSITION

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The position is responsible for administering a large scale, comprehensive Human Resources Administration program and assisting in the

administration of the Department of Children and Family Services, with particular emphasis on responsibility for staffing and policy administration. Ideal candidates will exhibit a comprehensive and deep understanding of all Human Resource Services, including a solid comprehension of the civil service code and key elements of effective labor relations.

With support from 132 staff members, the duties of the Division Chief, Human Resources, include, but are not limited to the following:

- Lead, manage and evaluate the continuing design and implementation of a comprehensive, contemporary and results-oriented departmental human resources program.
- Analyze systems, business practices and resources to identify opportunities for modernization and improvement.
- Create a high-performing and efficient service infrastructure that is customer-focused and team-oriented.
- Oversee a proactive and compliant employee relations program.
- Recommend, develop, implement and interpret departmental personnel policies within the broad framework of County human resources policies.
- Develop staff and willingly serve as a mentor and coach in the interest of fostering professional growth within the Department.
- Build and maintain a strong integrated business partnership with the central Human Resources Department.
- Direct the Department Equal Employment Opportunity/Affirmative Action Program to ensure all personnel actions are conducted based on non-discriminatory merit factors, and with the goal of achieving a balanced workforce consistent with applicant's availability and qualifications.
- Serve as a "resident expert advisor" to managers and supervisors regarding their human resources responsibilities and the application of personnel policies, standards, regulations, procedures and practices.
- Design and implement strategic direction for the division to efficiently meet the current and future human resource needs of the Department.
- Coordinate the activities of the Human Resources Division staff with the other departmental divisions and operating units.
- Guide the preparation and presentation of cases appealed and scheduled for hearing before the Employee Relations and Civil Service Commissions and represent the Department in litigated matters.

- Direct departmental operation of the County's decentralized classification program to include consultation with employees and management regarding perceived classification problems, the conduct of job audits, and classification and compensation recommendations for submission to the CAO/Office of Human Resources.
- Oversee management activities necessary to administer branch efforts, including budgetary activities, staff and resource deployment, and report preparation.
- Assist in directing the preparation of periodic reports to the Board of Supervisors regarding accomplishments, performance and programs.
- Provide key strategic planning, analytical and research support for the Department.
- Oversee the Department's safety program.

## SELECTION REQUIREMENTS:

Bachelor's degree from an accredited college or university AND five years highly responsible experience in human resources administration or management; three years of the required experience must have been at the level of the Los Angeles County's classification of Personnel Officer III and must have included the supervision of professional personnel staff in a human resources operation.

- **LICENSE:** A valid California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions

## DESIRABLE QUALIFICATIONS:

- Extensive knowledge of the principles and practices of human resources and State, federal and local statutes and ordinances related to public sector personnel matters.
- Demonstrated knowledge and experience implementing a strategic human resources plan which promotes the organization's vision, mission and core values.
- Demonstrated experience planning, organizing, directing and evaluating the continuing development and implementation of comprehensive human resources programs.
- Excellent leadership and management skills in serving as a consultant to the executive management team.
- Strong critical evaluation, conflict management, and problem-solving skills to effectively identify daily problems and effectuate solutions.

- Demonstrated expertise in human resource functions such as recruitment, testing, job classification, salary setting, discipline, training, safety, return-to-work, and other human resources operations.
- Ability to work with employees and employee groups on matters concerning personnel problems, procedures, regulations and grievances.
- Excellent interpersonal, oral and written communication and public relations skills.
- Completion of coursework, degrees or certification in human resource management, public or business administration or related fields.

## SALARY AND BENEFIT PACKAGE

**Annual Salary** - \$83,558 - \$125,341

The successful candidate may be appointed to any salary within the range, depending on qualifications.

**Salary Range 12** – This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP).

### BENEFITS

The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs. The package includes:

**Retirement Plan** - The successful candidate may choose either a contributory or non-contributory defined benefit plan.

**MegaFlex Benefit Plan** - The employee may purchase benefits from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of 14.5-17 percent of his/her monthly salary. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within the MegaFlex Benefit Plan include medical, dental, disability, life and AD&D insurance. Dependent care and health care reimbursement accounts are also available. (Not applicable to County employees who are currently in Flex)

**Savings Plan (401k)** - Optional tax deferred income plan that includes a County matching contribution up to 4% of employee's salary.

**Deferred Compensation Plan (457)** - Optional tax deferred income plan that includes a County matching contribution up to 4% of employee's salary.

## SELECTION PROCESS

- Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the applicant's preparation for this position. Only the most highly qualified candidates will be invited to an assessment interview which will be weighted 100%.
- Interviews will be designed to assess education, experience, personal fitness and general abilities to perform the duties of the position. This stage will include reference check interviews.
- The names of the most highly qualified candidates will be submitted to the Director of Children and Family Services for final selection.
- An extensive background investigation will be completed on the candidates recommended to the Director of Children and Family Services.

## FILING INSTRUCTIONS

Qualified candidates are invited to submit an official County of Los Angeles application, a cover letter, and their resume. The official County Application MUST be filled out and signed at the time of submission. The resume should include education completed, positions held, current salary, special qualifications and the following information:

- Names of schools, colleges or universities attended, dates attended and degrees earned.
- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, and dates (months and years) of employment.
- Of particular interest will be the breadth and length of management experience under the **SELECTION REQUIREMENTS** and **DESIRABLE QUALIFICATIONS** sections of this bulletin.

This announcement and a County Application can both be downloaded from the COUNTY of LOS ANGELES web site at: <http://hr.co.la.ca.us>

## SPECIAL INFORMATION

All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may call:

(213) 738-2057 (ADA Coordinator - Voice)  
800) 899-4099 (TTY)  
(800) 897-0077 (TTY)  
(800) 735-2922 (CRS)

## COUNTY OF LOS ANGELES CHILD SUPPORT COMPLIANCE PROGRAM

In an effort to improve compliance with court-ordered child, family, and spousal support obligations, certain employment and identification information (i.e. name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits, under certain circumstances, for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

## EMPLOYMENT ELIGIBILITY INFORMATION

Immigration law requires that all employees hired after November 6, 1986 must provide proof of work eligibility. Applicants will be required to submit ORIGINAL documents within three (3) business days of hiring, which will show satisfactory proof of 1) identity, and 2) U.S. Citizenship or legal right to work permanently in the United States.

Please submit resumes, cover letter, three work-related references, and current salary to:



A DIVISION OF



Shannon Executive Search  
Attn: David Harris or Teri Black-Brann  
241 Lathrop Way  
Sacramento, CA 95815  
916-263-1401 (Tel) 916-561-7205 (Fax)  
Email: [resumes@cps.ca.gov](mailto:resumes@cps.ca.gov)  
Website: [www.cps.ca.gov/shannon](http://www.cps.ca.gov/shannon)

**Application and resume must be received by 5:00 p.m., Monday, February 10, 2003.**

THE COUNTY OF LOS ANGELES  
IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

Posted 12/24/02:  
Examination Number: R-9108A  
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